

Checklist for students

		Commentary		
		1	2	3
1	For each commentary, using the commentary coversheet, have you noted the: <ul style="list-style-type: none"> • title of the article? • source of the article? • date the article was written? • date the commentary was published? • word count of the commentary? • section of the syllabus to which the article relates? 			
2	Have you included the article?			
3	Have you highlighted the relevant section(s) of the article if it is lengthy?			
4	If the article is in a different language from the commentary, have you provided an accurate translation? Have you included the original article?			
5	Have you stated the full and correct URL for any article taken from the internet? Have you included the date the website was accessed?			
6	Have you checked that you have not used the same source for more than one article?			
7	Have you met the word count of a maximum of 750 words?			
8	Have you labelled the diagrams accurately and correctly, and included full explanations? Are the diagrams relevant?			
9	If you have used sources or references other than the article, have you cited them correctly? If you have used quotations from the article, have you clearly identified these?			
10	Have you kept a second copy of both the article and your commentary in case of loss?			
11	Have you put your completed portfolio in a suitable folder?			
12	Have you completed the summary portfolio coversheet for all three commentaries?			